

# Staff Summary Report



Council Meeting Date:

5/6/2010

Agenda Item Number: \_\_\_\_\_

**SUBJECT:** Request approval to award a two-year contract with three, one-year renewal options to Hurricane Aquatics for maintenance service of the City's park and golf course lakes and fish population for use by the Parks and Recreation Department.

**DOCUMENT NAME:** 20100506fslg03 PURCHASES (1004-01)

**COMMENTS:** (RFP #10-075) The total amount of the contract shall not exceed \$80,000 during the initial two-year contract period.

**PREPARED BY:** Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

**REVIEWED BY:** Michael Greene, C.P.M., Central Services Administrator, 480-350-8516  
Mark Richwine, Parks and Recreation Manager, 480-350-5325

**LEGAL REVIEW BY:** David Park, Assistant City Attorney, 480-350-8907

**DEPARTMENT REVIEW BY:** Jerry Hart, CPA, Financial Services Manager, 480-350-8505

**FISCAL NOTE:** Sufficient funds have been appropriated in General Fund cost center 2555 for the anticipated expenditures during the current fiscal year.

**RECOMMENDATION:** Award the contract.

**ADDITIONAL INFO:** Background Information  
The City of Tempe issued a Request for Proposal (RFP) to establish a contract for maintenance service of the City's lake and fish population. The Contractor will conduct weekly inspections of all City Park and Golf Course lakes which include structural inspection for surface or visible problems and biological system inspections to include water chemistry.

## Evaluation Process

Two responses were received and scored by a committee composed of Parks and Recreation and Procurement staff.

The scoring criteria included the following:

- Demonstrated knowledge of lake and fish maintenance and methodology for performing contract to include proper licensing
- Experience and references of firm and key personnel
- Proposer's total costs to the City
- Completeness of proposal and acceptance of terms and conditions

The committee scored the proposals as follows:

Firm	Monthly Maintenance and Testing Services	Score
Hurricane Aquatics	\$2,250	127
AZ Lake and Pond Management	\$2,289	108

It is the recommendation of the committee to award a contract to Hurricane Aquatics who submitted the most advantageous proposal to the City.